

Audits Containing Sunshine Law Comments

- **Allen County**
 - The county has not implemented formal procedures to track public records requests.
- **City of Beavercreek (Greene County)**
 - The city failed to track public records requests by date and fulfillment.
- **City of Bowling Green (Wood County)**
 - The city failed to track public records requests by date and fulfillment.
- **Crawford County**
 - The county failed to track public records requests by date and fulfillment. The Clerk of Courts, Engineer, Prosecutor, Sheriff, and Board of Developmental Disabilities have not formally adopted a records retention schedule.
- **Cuyahoga County**
 - Some county departments failed to maintain electronic mail once it was sent. Some county officials could not produce evidence that they attended mandatory public records training. Training requirements also are not included in the employee manual. There is a lack of consistency across county departments on how public records logs are kept and forwarded to the deputy countywide records manager. The sheriff's department did not keep track of what date public records requests were fulfilled. The Public Works and Sheriff's Departments did not maintain copies of responses to public records requests.
- **City of Elyria (Lorain County)**
 - The city's public records policy is not displayed in all city offices. It was also recommended that the city consider centralizing the public records request function so that only one department handles all public records requests.
- **City of Harrison (Hamilton County)**
 - The city's public records policy does not specifically identify which employee or department is responsible for public records requests, but does identify a records custodian. The policy also does not include procedures to track public records request received by date and the fulfillment of each request.
- **City of Portsmouth (Scioto County)**
 - The city's public records policy did not state an employee or department responsible for public records requests or a method to track public records requests received by date and the fulfillment of each request. There is no consistency across the city departments for how requests should be tracked due to the fact the policy does not outline any specific guidance.